



West Virginia  
**Health Service Worker - Kanawha-Charleston Health  
 Department - Kanawha Co.**

<b>SALARY</b>	\$27,923.00 - \$47,237.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	KANA2503 PSA
<b>DEPARTMENT</b>	HD20-Kanawha-Charleston Health Department	<b>OPENING DATE</b>	05/23/2025
<b>CLOSING DATE</b>	6/7/2025 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

### Nature of Work

Come join our team at the Kanawha Charleston Health Department. This position will work under direct supervision of a registered WV Licensed Nurse or WV State Licensed Physician and provide direct patient care. Work will be directed toward public health, up-to and including, health education, immunizations and risk education. Work involves direct patient contact, screening and scheduling appointments, medical treatments, lab work, and STD Medications.

### Examples of Work

- Provide required personal care and hygiene services for patients such as bathing, grooming, dressing and feeding.
- Teach patients basic skills for the development of daily living habits regarding cleanliness, personal hygiene, dressing and eating skills, etc.
- Motivate and encourage patients to promote their treatment and development by engaging in one-on-one discussions and supportive relationships with the patients.
- Provide nursing care such as taking temperature, blood pressure, and pulse readings; apply soaks and compresses and clean sores and wounds; perform routine treatment and first-aid under the direction of a licensed practical nurse, registered nurse or physician.
- Interact with patients in a therapeutic manner.
- Participate with other treatment team members in rehabilitation activities to facilitate change in the patients' behavior.
- Oversee or participate in planned recreational and social programs.
- Observe, record and report patients' behavior, attitudes and physical condition and report significant changes to proper staff.
- Serve as a role model in the training of less experienced workers.
- Escort patients to meals, therapy, medical appointments and scheduled activities within and outside the facility.
- Perform duties necessary to maintain a safe, clean and orderly living and work area.

### Knowledge, Skills and Abilities

- Knowledge of the concepts of behavioral health, mental health, health disorders and related physical conditions and treatment approaches.

- Knowledge of simple nursing care, first-aid, personal care and environmental hygiene.
- Knowledge of the policies and procedures of the department, facility or service entity.
- Ability to provide simple nursing care, personal care and hygiene.
- Ability to perform established treatment activities.
- Ability to teach patients eating, bathing, dressing, grooming and other self-care skills.
- Ability to observe, record and report patient behavior, attitude and physical condition.
- Ability to perform basic arithmetic.
- Ability to observe the rights and personal dignity of patients.
- Ability to maintain effective working relationships with patients and other employees.
- Ability to communicate effectively, both orally and in writing.

**Click The APPLY Link To Apply Online.**

**IMPORTANT:** Your eligibility will be based on information provided in your resume or application; therefore, make sure your resume or application is detailed and complete. You **MUST** complete ALL parts of the application OR upload a resume to your submission.

**ATTENTION:** Applicant must verify post high school education by submitting an official transcript or diploma, training or licensure earned pertaining to this position by the closing date of the posting, if not previously verified. If you are claiming Veterans preference, please submit "MEMBER 4" form and/or your VA Letter. Protecting your personal information is our highest priority. If your official transcript, training/licensure, or Veterans documentation contains your Social Security Number and/or birthdate, please redact that information before submitting it to the Division of Personnel.

Please attach documents to the online application before submitting it. Or, you may email it to: applicantservices@wv.gov or by mail to: WV Division of Personnel, 1900 Kanawha Blvd. E., Building 3, Suite 500, Charleston, WV 25305.

Be sure to submit your application for each position of interest. To receive an email notice anytime jobs in this or other categories are posted, you may choose to complete a [Job Interest Card](#) from the slide-out menu located at the top left of our *Job Opportunities* page.

## Minimum Qualifications

**Training:** High school diploma or the equivalent.

**AND**

**Experience:** One (1) year of full-time or equivalent part-time paid or volunteer experience in the care, treatment and development of patients or residents of a healthcare facility.

**OR**

**Substitution:** Certification or registration as a Nursing Assistant or Nurse Aide may substitute for the required training and experience.

**Special Requirement for Veterans Nursing Facility:** Certification or registration as a Nursing Assistant or Nurse Aide.

**\*\*\*Your complete work history is needed to qualify you for positions. Please be as detailed as possible and list all of your past employment.\*\*\***

**Employer**

West Virginia

**Address**

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, West Virginia, 25305

**Phone**

(304) 558-3950

**Website**<http://www.personnel.wv.gov>

## Health Service Worker - Kanawha-Charleston Health Department - Kanawha Co. Supplemental Questionnaire

**\*QUESTION 1**

The minimum qualifications for this posting are: **Training:** High school diploma or the equivalent. **AND EXPERIENCE:** One (1) year of full-time or equivalent part-time paid or volunteer experience in the care, treatment and development of patients or residents of a healthcare facility. **OR Substitution:** Certification or registration as a Nursing Assistant or Nurse Aide may substitute for the required training and experience. **Please note:** All college, university or vocational school education, licensure or certification must be verified by attaching a **copy of an official transcript, license, or certificate** to your online application or by emailing it to the West Virginia Division of Personnel at: [applicantsservices@wv.gov](mailto:applicantsservices@wv.gov) **Job duty descriptions of all experience MUST be included in the Work History section of your online application or be clearly stated on your attached resume in order for them to be considered as qualifying experience toward the minimum qualifications. Please include details of daily job duties on your online application or resume. How do you qualify for this job title?**

- ☐ I have a high school diploma or the equivalent AND at least one (1) year of full-time or equivalent part-time paid or volunteer experience in the care, treatment and development of patients or residents of a healthcare facility.
- ☐ I have certification or registration as a Nursing Assistant or Nurse Aide.
- ☐ I do not meet either of the above training and experience requirements. PLEASE DO NOT APPLY.

**\*QUESTION 2**

If you have certification or registration as a Nursing Assistant or Nurse Aide, please enter your registration information here. Please include the following: your registration number, the full name that you are registered under, and the date your registration was issued. If you do NOT have certification or registration as a Nursing Assistant or Nurse Aide, please enter "NA" here.

**\*QUESTION 3**

How many years of full-time or the equivalent part-time paid or volunteer experience do you have in the care, treatment and development of patients or residents of a healthcare facility? Please remember that job duty

descriptions of all experience **MUST** be included in the Work History section of your online application in order for them to receive credit.

- ☐ I have zero (0) to less than one (1) year of paid or volunteer experience in the care, treatment and development of patients or residents of a healthcare facility.
- ☐ I have one (1) but less than three (3) years of paid or volunteer experience in the care, treatment and development of patients or residents of a healthcare facility.
- ☐ I have three (3) or more years of paid or volunteer experience in the care, treatment and development of patients or residents of a healthcare facility.

**\*QUESTION 4**

Were all of the jobs listed on your online application or resume paid? Please note that compensation may not only be salary or wages; it may also be room and board, gas mileage, etc.

- ☐ Yes
- ☐ No

**\*QUESTION 5**

If you answered NO to the above question, please list below the names of the employers for which you did not receive compensation. Compensation may not only be salary or wages. It may be room and board, gas mileage, etc. If you answered YES to the above question, please put NONE.

**\*QUESTION 6**

Were all of the jobs listed on your application or resume full-time positions? If not, please list your part-time positions below. If all of your jobs were full-time, please enter "Yes".

**\*QUESTION 7**

We do not accept any of the following documentation. These will not be utilized during the application process. Such documentation will not be reviewed or accepted. 1) Unofficial transcripts 2) High School Diploma/transcripts 3) Unrelated documents not pertaining to the position for which you are applying 4) Any international degree that has not been evaluated by a N.A.C.E.S. (National Association of Credential Evaluation Services) approved organization. For more information, please visit: <https://www.naces.org/members> Please do not attach any of the above documentation to your application, nor send it to the Division of Personnel via email or regular mail. I have read and understand this statement pertaining to my application.

- ☐ Yes
- ☐ No

**\*QUESTION 8**

Confirmation. By submitting my application I confirm and agree that all application statements are correct. I further understand that all my information is subject to verification and any misrepresentation is grounds for permanent disqualification.

- ☐ I confirm the above statement.

**\* Required Question**